Manual: Create a Staff Posting
Initiator

Revised: 11-27-17
Introduction

The University of Georgia has implemented a new version of its applicant tracking system, **iPAWS**. The objective of iPAWS is to streamline the approval, posting, and hiring processes for the University and our applicants.

Hiring departments should use the **iPAWS** system to receive approval for and post staff positions.

The learning objectives include the following:

- Create and submit job postings
- Manage applications
- Track the status of postings, applicants, and hiring proposals
- Create and complete a Hiring Proposal
- Remove your Staff Search from the web

Accessing iPAWS

The Web Address/URLs for the site include the following:

User Site: https://ugajobsearch.peopleadmin.com/hr/
Applicant Portal: https://ugajobsearch.peopleadmin.com/

Requesting additional User roles User Account

All benefit eligible UGA employees have an employee account within iPAWS 7.6. To request an additional User role, please visit the employ@uga.edu homepage (https://ugajobsearch.peopleadmin.com/hr/) and select **Request an account**. You will be asked to state which department and user group you would like to be associated with and include any additional information for account setup or access privileges. (Special permissions are required for account setup and security outside of the manager/supervisor role). This form must be submitted to central HR employment team by the units Chief HR Officer and or Financial Director.

Browser Support

The system has been tested with the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by Mozilla
- Internet Explorer version 9 or 11 and later
- Safari versions currently supported by Apple

Data Security

To ensure the security of the data, **the system will automatically log you out after 60 minutes if it detects no activity**. However, anytime you leave your computer, it is strongly recommended that you save any work in progress and logout of the system by clicking on the **Logout** link located on the top-right-side of your screen.
Log-in

To access the University of Georgia’s iPAWS user portal, visit the following web address:
https://ugajobsearch.peopleadmin.com/hr/login

Once you have arrived at the below screen, enter your username and password. Then click Login.

ArchPass Duo

You will need ArchPass Duo, UGA’s two-factor authentication service, to complete this new log-in process. Two-factor authentication means there are two steps to the log-in process. The second step helps protect your personal information and secure the UGA network.

To use ArchPass Duo with iPAWS, you must first enroll a device through the Self-Service Portal at archpass.uga.edu/enroll. The enrollment process is completely self-service and can be completed in five minutes. You should not need to contact the Help Desk to enroll a device in ArchPass Duo.

An instructional video on enrolling is available on the EITS Help Desk YouTube channel at https://www.youtube.com/watch?v

If you are already enrolled in ArchPass Duo for another system, such as the Remote Access VPN, you do not need to enroll again.

You can enroll a smartphone, tablet, cell phone and/or landline phone. Once enrolled, you will still be able to access iPAWS from any computer or device you choose. Your enrolled ArchPass Duo device is used only to verify your ID during the log-in process.

To log in to iPAWS with ArchPass Duo:

1) Enter your MyID and password.
2) Verify your ID with a device enrolled in ArchPass Duo. You can verify your ID with a push notification from the Duo Mobile App, a passcode generated by the Duo Mobile App, a password sent by SMS text message or a phone call.

You can find more information about ArchPass Duo at archpass.uga.edu. If you have questions about ArchPass Duo, please contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106.
Getting Started

Once you log in to iPAWS, any postings that you have authority to view will be displayed. The status of the posting will determine what you can view.

**EXAMPLE:** If a posting is still in the approval process and has not yet been posted, you will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, you may then also view each application.

**NOTE:** When you log in to iPAWS, your default user account will be the primary role you were assigned. If you have another role (i.e. Search Committee Member, Approver, Authorizer, etc.) you must select the role from the drop box to the right of your name.

When you arrive at the homepage, look at the top right corner to ensure APPLICANT TRACKING is selected. If not, hover over the drop down arrow and select APPLICANT TRACKING from the list.

To the right of your name, make sure Initiator is selected from the drop box. Any time you make a change in this box be sure to take note of the notification banner at the top of the screen.

Your Inbox and Watch List

Your homepage displays two key features in the system: Your **Inbox** and **Watchlist**.

The **Inbox** contains all items that require your attention. These include items that are specifically assigned to you in their current state, and items that do not have individual owners but that you are authorized to act on if nobody else acts on them.

Each item in your inbox includes a link that opens the appropriate page for you to take the required action on the item. Note that once action is taken on an item, the item disappears from the Inbox. **Your inbox does not include items that are currently assigned to other people.**
The **Watch List** allows you to track the status of selected postings, hiring proposals and position request. By default, your watch list includes all items that you create.

You can also choose to watch other items within your assigned department. Items are automatically removed from your watch list when they are completed or canceled. You can also choose to stop watching at any time. As with the inbox, the home page presents a limited view of your watch list.

If you own an item in its current state – if you are responsible for the next task or able to carry it out – you can open it from your inbox or watch list.

**NOTE:** To remove items from the watch list, select the **Watch List** title link and select **Stop Watching Posting** from the **Actions** link drop-down menu for the posting(s) you wish to stop following.
Creating a Staff Posting

On the Home Page, from the Shortcuts box, select **Create New Staff Posting**.

Once you select **Create New Staff Posting**, the below box will appear:

Two options are available when creating a new posting: **Create from Position Description** and **Create from Posting**. The following explains each of these:

**Create from Position Description**: Allows select a Position Description to start with.

*This option is the preferred method when creating a Staff Posting since each posting needs to have a position description attached to it.*

**Create from Posting**: As you begin to create more postings over time, a library housing your postings will be automatically built and you will be able to use this option to create a posting from a previous position. It will copy in most information needed for the posting but allow for updates and edits.
The following pages explain how to create from Create from Position Description.

Select Create from Position Description.

The below screen will appear and allow you to search through the Position Descriptions using the search bar at the top. Alternately, you can browse through all available position titles. Navigation buttons for this option are listed above and below the title bank.

Once you select the desired Position Description, click on Create Posting from this Position Description.

Once you select Create Posting from this Position Description, the below screen will appear.
Prior to creating a new posting, you will want to determine whether or not you will utilize the supporting documents and Special offline application instructions options.

Make sure the **Accept online applications** box is checked. *This feature will be checked by default, but it never hurts to confirm.*

The **Supporting Documents** feature in iPAWS is designed to allow approved user groups the ability to attach additional documents to individual job applications within a posting. **The applicant will NOT have the ability to view these documents,** only internal users.

The **Supporting Documents** feature must be enabled on each individual job posting. *This feature is not turned on by default.* Selecting the box under the **Supporting Documents** heading allows supporting documents to be uploaded to applications.

The **Special Instructions to Applicants** field is designed to allow your unit the ability to include any specific directions for the applicant to see during the application process.

This can include information about search time frames, deadlines, reference process, or instructions on application documents to include.

This feature is especially convenient when you want to provide specific instructions regarding the reference process.

After completing all the required fields noted below, select **Create New Posting** to continue to the next step in the posting process.
For further information pertaining to the **Supporting Documents & Special Instructions to Applicant** please refer to the Supporting Documents Guide found on the HR Employment website:

**What is the importance of the Supporting Documents feature?**

The **Supporting Documents** feature in iPAWS is designed to allow approved user groups the ability to attach additional documents to individual job applications within a specific posting. This feature can also be used to upload applicant replacement/updated documents (i.e.: Applicant has published a paper since submitting application materials).

The **applicant will NOT have the ability to view these documents**, only internal users can view. The **Supporting Documents** functionality should only include those documents required to complete a candidate’s application. Information/Documentation needs pertaining to the search process, please refer to [https://eoo.uga.edu/search_committee_guidelines](https://eoo.uga.edu/search_committee_guidelines).

**IMPORTANT:** The **Supporting Documents** feature **must** be enabled on individual job postings. This feature is not turned on by default. It is controlled by a check box on the **New Posting Settings Page**, so be sure to always check this box when creating a posting.

The **New Posting Settings Page** appears on the front-end of the posting creation process.

By selecting the box under the **Supporting Documents** heading, you are allowing supporting documents to be uploaded to applications.

This box must be checked before you click **Create New Posting** or this feature will not be enabled on your posting. (Note: **Contact Human Resources if you did not enable the supporting documents feature.**)
Why is the Special Instructions field important?

The Special Instructions to Applicants field is designed to allow your unit to include any specific directions for the applicant to see during the application process. This can include information about search time frames, deadlines, reference process, or instructions on specific application documents.

For example, if you would like your applicants to attach a specific type of document at the front end of the application process, those directions should be located in the Special Instructions field.

How the Special Instructions Appear to Applicants on the Live Job Posting

The Special Instructions to Applicants adds a unique box to the top of each posting in the applicant portal. The header, “Please see Special Instructions for more details”, is there by default to alert the applicant further instructions have been provided to assist them with the application process.

The below screenshot allows you to see how this feature will look to applicants when used.

Special Instructions Q & A

What are some examples to include in this section?

- Search time frames
- Deadlines
- Instructions on required or optional Application Documents
- Reference process
- Who to contact for more information on the position, application requirements, and search process.
Examples of Special Instructions (you can also review live postings at https://ugajobsearch.peopleadmin.com/postings/search to see other examples):

- **Example 1:** Applicant screening will begin immediately. Candidates are encouraged to submit their materials by <<DATE>>; however, screening will continue until the position is filled. The application packet should include a cover letter detailing how the applicant’s credentials and experience meet the needs, responsibilities, and qualifications of the position; current CV; and contact information for three references (who will not be contacted without further correspondence with the applicant). All applicants must apply online at https://www.ugajobsearch.com/ Please see the job posting at: https://ugajobsearch.peopleadmin.com/postings/search Nominations, questions and/or other inquiries should be directed to <<Department Contact/Search Committee Chair>>.

- **Example 2:** Application Procedure: To apply, applicants should submit the following materials: 1. Cover letter; 2. Resume/Vitae; 3. Media Portfolio and 4. Unofficial transcripts. You will also be required to include a list of at least three references during the application process. When the applicant selects or reaches the “Professional References” section, they will be asked to provide their reference contact information here prior to submitting your application. Reference Providers will be sent, at the appropriate time during the recruitment process, an email through the iPAWS system with instructions on how to submit their letters of recommendation. References will not be contacted without prior notification to applicant. **We encourage submission of recommendations directly by the referees by the application deadline stated below.** The application file and reference letters should be submitted online at https://ugajobsearch.peopleadmin.com/postings/search. Questions related to this position may be directed to <<Departmental contact/Chair of the Search Committee>>. To assure full consideration, application materials should be received by <<Deadline>>.
**Posting Details**

The **Posting Details** screen appears.

This section allows you to complete the position and posting details. **Any box in red is a required field.**

Throughout the posting process, if needed, you can move from screen to screen using the page links located on the left sidebar. Be sure to click on the **Save** button if you choose to utilize this feature.

Enter the **Position Information.**

The **Posting Details** form contains all of the pertinent details for the posting. Fill out the information on this page to match the requirements for the position you are posting.

**NOTE:** Required fields are marked with a red asterisk “**“”. This indicates that the data field must be completed to save, move to the next page, and/or to submit.

The Quicklink for posting can be shared with interested applicant for recruitment and or advertising purposes.
Position Details

The **Position Details** tab provides you with information pertaining to the position such as classification information and duties & responsibilities. You also have the opportunity to give information about preferred qualifications and physical demands.

**Note:** If you need to change the classification information or duties and responsibilities for this position, you will need to submit an **Evaluate** in the **position management module**.

Also note, when filling out the Posting Details page, for Applicant Manager you will need to add yourself to the box as well. Central HR recommends adding at least two people as Applicant Manager.
Departmental Information

The next screen allows you to enter your departmental contact information. This information is not available to applicants, and will only be used internally by other users in the posting workflow.

After entering the department information and selecting Next, you will be prompted to enter the posting information.

External Recommendations Tab

The iPAWS system offers three options for collecting an applicant’s letters of recommendation. The way in which you collect these recommendations will depend on which option was chosen when the posting was created. Each option and its resulting action is listed below:

Option 1: Collect Letters of Recommendation

When the position posting was created, on the External Recommendations tab you are asked to select Yes or No if this position will accept reference letters. If you select Yes, uploading reference letters will be required for applicants and applicants will be unable to certify and submit their applications without uploading all required documents. This keeps the letters confidential so candidates cannot see the letters when viewing their application. You will also have the ability to resend reference request to the reference provider.

Contact should be the unit’s designated individual who will be able to answer questions from workflow users (i.e.: HR, etc....).
Instructions to Reference Box: Instructions to the individuals providing the reference (referee) can be detailed in the box labeled Instructions to Reference on the posting. This may include search committee chair or departmental contact information in the event the referee would prefer to send hard copies of their reference letter(s) on personal letterhead OR if you have specific questions you would like the referee to answer, you can ask that they be addressed here.

Number of Reference Letters Required allows you to predetermine how many recommendations you would like the applicant to provide. The applicant will not be able to submit their application until they have provided the names and contact information of at least this number.

Maximum Requests: allows you to predetermine the maximum number recommendations you would like the applicant to provide.
Option 2: Collect Letters of Recommendation Outside of the iPAWS System and Upload to a Candidate’s Application

- Letters submitted outside of the iPAWS system can be uploaded as a part of the application materials for a specific candidate. Steps on how to upload these documents can be found in the Supporting Documents Quick Guide.

Option 3: Be sure to provide detailed instructions to both the reference provider and the applicant:

- **Instructions to Reference Box:** Instructions to the individuals providing the reference (referee) can be detailed in the box labeled *Instructions to Reference* on the posting. This should include contact information in the event the referee would prefer to send hard copies or a reference letter on letterhead.

- **Special Instructions Box:** The special instructions box is a way for you to provide detailed instructions to your applicants on how reference letters will be handled. This may include providing the contact information for the Committee Search Chair and/or unit contact in the event the candidate has questions regarding the reference process. This is also a way for you to allow Candidates to upload Letters of recommendations themselves. If you elect to use this option, in the Applicant Documents section when creating a posting select Other Document #1 or #2 and instruct applicants to upload Reference letters this way. The Special Instructions to Applicants field can be found in the Posting Details section when you create your posting.

*For further information pertaining to a more detailed account of the References and Recommendation features, please view the Quick Guide by visiting the following website: [http://www.hr.uga.edu/manuals-guides-training](http://www.hr.uga.edu/manuals-guides-training)*
Posting Documents

The following page allows you to upload any internal documents pertinent to the posting of this position. The documents will **not** be seen by applicants, only those in the posting workflow with access to the position and the search committee members.

Please include any advertisements you would like HR and or EOO to review. You may also include documents that would be helpful for the search committee members, such as timelines of the search process.

The system will allow you to upload a new document, create a document within the system, or choose an existing document you have used for a previous posting.

Select **Actions** and choose from the options provided:
- Create New
- Choose Existing
- Upload New

By selecting the option, **Upload New**, you will be taken to the below screen.
Once a file is chosen to upload, and you are ready to submit your document, click the **Submit** button. You will then be taken back to the **Posting Documents** main screen (see above).

The system will convert all documents into PDF’s. All PDF conversions must be completed for the document to be valid when applicable. The document will transform into a hyperlink when the conversion is complete. You can also view the status of the conversion to determine if the upload was successful.

**Posting Specific Questions**

Once you have uploaded all relevant documents and select **Next** you will be given the opportunity to assign questions to the posting. Adding questions to your posting will allow the opportunity for specific areas of a candidate’s background to be explored, ask questions regarding qualifications, of use to qualify candidates based on the position requirements.

When you land on this page, select **Add a question**.
The system includes over Eoo and Central HR-approved supplemental questions to choose from.

You can browse by category or search by keyword. Once you have found the question(s) you would like added mark the Add box and press Submit.

If you cannot find what you are looking for select Add a new one to create a new question.

Questions you create will be defined as “PENDING” until Central HR has the opportunity to review your request.
If you select **Predefined Answers** these boxes will appear:

Type in your answers in the fields provided. New boxes will automatically appear as you begin typing.

**NOTE:** The system will automatically generate a “No Response” answer once approved and posted.

**NOTE:** All new questions must be approved by Central HR before they appear on posting. Central HR will have the opportunity to review questions in the iPAWS system. When status changes from **pending** to **active**, question(s) have been approved and will appear on posting. Once a question has been approved it will be saved and made available for future postings. You have the option to make question(s) **Optional** or **Required**.
Once that is complete you will see a summary of all questions selected. In this screen you can select whether or not the question will be required and assign points to the answers – if using questions with Predefined Answers.

Click on the **Required** box to require applicants to answer questions. A check mark will appear for required questions.

To assign **Points** or **Disqualifying Responses**: Click on the question for a dropdown menu to appear. Assign the appropriate points and disqualifying responses before clicking **Next** to save and proceed with the posting.
**Applicant Documents**

On this screen you will determine which documents an applicant needs to include in their application. Documents can be **Optional** or **Required**. If you select **Required**, applicants will not be able to submit their application until document is uploaded. You can “drag and drop” the document types to re-order after making your selections. To continue, click **Next**.

The iPAWS system is capable of handling very large documents. (System Maximum is 10MB)

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume/CV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Portfolio/Philosophy Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Media Portfolio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Writing Sample</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sample Publications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Unofficial Transcripts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other Documents #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other Documents #2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a **Media Portfolio** will be requested, please note that the applicant can share a URL or upload a document in those spaces.
Search Committees: Adding & Managing Committee Members

The Search Committee feature in iPAWS is designed to allow approved user groups to be able to select a search committee for a job posting for evaluating candidates. The Search Committee Members have their own user account they will use to log into the system. As a Search Committee user in iPAWS, users can only access job postings they are assigned to as search committee members. They will have “Read Only” access to the job posting.

Adding Search Committee Members to a Posting

Once you are in the posting, go to the Search Committee Section and select “Edit.” You will be taken to this screen:
Adding Existing User

To add a user that already has access to iPAWS, click “Add Existing User.” You will then be taken to a screen like the one below where you will be able to search for existing search committee members, i.e. users that have the Search Committee group assigned to them, and add them to the posting. The search will default to only look for users that are assigned to the Search Committee group in the department of the posting. You can expand your search to other departments (including all), and you can also search for users that aren’t assigned to the search committee user group.

NOTE: The search engine here searches by first name, last name, or email address. A user will only need to match one field to be pulled back in the results. Therefore, if you search “John” the search engine will pull back all users matching that string in any of those fields. Searching only by email address is often the best unique identifier for users.

Click the “Add Member” button to add a user to the search committee.
Make a Search Committee Member the Committee Chair

When you're adding the search committee member, you also have the option to make that member the Committee Chair. Committee Chairs can view all answers of other committee members. If you don’t select the member as the Committee Chair at this time, you can always make them the Committee Chair by checking the box in that column. More than one user can be designated as a chair.

Adding Pending Committee Members

When you add a search committee member that isn't approved to serve on a committee in the posting’s department, that search committee member will need to be approved. Central HR will approve pending committee members.
What if the committee member is not yet added to the iPAWS system?

You can use the “Create New User Account” option to request a new account with the Search Committee user group for someone who does not yet have an account in iPAWS.
Request a New Account for a Proposed Search Committee Member:

1) Complete all required fields (asterisks* will mark required fields.)
2) Click on the “Add Member to Search Committee” button. The system will run a search to see if it can pull back anything matching in either email or username. If a match is found, the system will warn you and prompt you to add the existing user instead.

3) If no match is found, the new user account will be created. The user's account will be pending until an Admin approves their new account. Central HR will approve pending committee members.
4) Once approved, they will be added as a Search Committee member to the respective posting.
5) To add search committee members after the position has been posted by Central HR, please email job posting number, name and email address for each search committee member to employ@uga.edu and Central HR will add search committee members to posting.

Search Committee Emails

When a user is added to a posting as a Search Committee Member, they will receive an email immediately letting them know they've been added. Alternatively, you can configure the system to email the committee when a job posting or application reaches a specific workflow. The new search committee member will receive a second email with instructions for viewing applicants after the position has been posted.
Posting Summary Tab

The Next page will show your drafted posting. The top of this page will display current status, position type, department, created by, and owner of post.

Please review all details of your posting. If any changes need to be made you can select Edit by that section. In the right hand corner you can select See how Posting looks to Applicant if you would like to see what your applicants will be able to view.

When a posting’s Current Status is in a Draft state, it means that posting has been started but not completed. Only the individual who created the posting can edit or transition the position to the next step in the workflow.

To submit forward, hover over the Take Action on posting button. When you are ready to submit your posting through the workflow to gain approval, choose either Submit (move to Initiator) OR Submit (move to Approver).
**Option 1: Submit (move to Initiator)**

This transition allows multiple Initiator account users to have the ability to edit the posting by taking it out of a “draft” state.

After clicking on **Submit to Initiator**, this box will appear. Be sure to insert any additional comments in the **Comments** box.

Applicants will not have access to this information, only those in the workflow.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.
This “Draft to Initiator” transition can also add an additional approval level into your departmental workflow (see departmental workflow below)

**Option 2: Submit (move to Approver)**

After clicking on **Submit to Approver**, this box will appear. Be sure to insert any additional comments in the **Comments** box.

Applicants will not have access to this information, only those in the workflow.

The box **Add this posting to your watchlist** will be automatically checked.

If you would not like for this posting to appear in your watch list, uncheck the box.

**What Happens Next**

Your posting will go through the entire workflow to get approval before it is posted. While it is traveling through the workflow, you will be able to see each time it moves to a new level of the workflow.
At any given time, a posting may be sent back to you before it is approved to post. If this is the case, make sure you view the comments and correct any issues. You would then have to resubmit the posting back through the entire workflow again until it has reached Central HR and is officially approved for posting.

You will receive an email notification once your Staff position has been approved and posted.

Resources

For further details pertaining to the following features, please visit the Staff Employment Resource Site:

- Supporting Documents
- Special Instructions to Applicant
- References & Recommendations
- Search Committee Member User

FAQ

Q: Can a workflow state be owned by more than one user group?

A: No. Workflow states are limited to being owned by one user group at a time. Remember, though, that any user group with the Authorizer-level permissions will be able to take action on an object at any time, regardless of the workflow state it’s in. Contact Customer Care Support if you would like to discuss those permissions.

Q: If I place a Close Date on the posting, what does that mean?

A: The Open and Close Date fields are used to automatically open or close a posting on the date you specify. Postings will open automatically at 12:00 AM local time on the open date and close automatically at 11:59 PM local time on the close date. Applications must be completed before the close time; in-process applications cannot be certified and submitted.

Q: How do I upload supporting documents to an Application? (Initiator)

You will see the Supporting Documents tab show up on individual candidate’s job applications between the Recommendations and History tabs.
Clicking the **Supporting Documents** tab will allow you to view and/or add new documents to the candidate’s application.

Once you click the **Add Document** button, you will be taken to another screen. Here you will see a list of file types that can be uploaded, a field to **name the document** you are uploading, a field to write a short **description of the document** you are uploading, a button which will allow you to browse for the file you wish to upload, a button which will let you submit this document, and a button to allow you to cancel out of this process.

Once you have submitted this document, it will go through a **PDF conversion process**. After the conversion has completed, you will be able to view and download the document by selecting the link in the **File Name** column below.
You will also be able to see the **Date/Time** the document was uploaded, as well as the **Name** of who uploaded the document.

Only Initiator users will be able to **view, add, and remove** supporting documents. Assigned Reviewer users will only be able to **view** supporting documents.